

Chapter 4

DATA ELEMENTS AND DEFINITIONS

This chapter contains data elements and definitions to describe staff members, assignments, educational background, relevant activities, and other information that could be maintained about an individual staff member. An attempt has been made to identify all types of information that might be useful for recordkeeping or reporting at the classroom, school, school district, state, and federal levels. The data elements in this chapter do not, however, constitute a required staff accounting system or data collection instrument. There is no federal mandate to collect all of the included information. Rather, this “dictionary” is meant to be used to help standardize information collection and reporting in order to facilitate and improve communication within the education community.

School administrators or staff members of a local or state education agency could use the data elements in this chapter to design a system for recording staff information or an information system with more than just staff records. Selecting which data elements to collect is the responsibility of the school, local education agency, or state education agency that directs the maintenance of these staff records.

Researchers could use the data elements and definitions in other ways. The data elements and their definitions could be used to design a survey to collect information about a sample of staff members, such as a randomly selected group of secondary mathematics teachers or even all staff members within a particular population, such as all elementary school principals within a school district. The data elements and their definitions could also be incorporated into survey instructions to ensure that comparable data are collected. Another use might be to identify data elements that could be used to evaluate a program or analyze student performance for a particular set of teachers. For example, teachers who completed a particular professional development program might be evaluated to determine the program’s effectiveness.

While the majority of the data elements and other terms in this chapter relate directly to individual staff members, in some instances they might more logically belong in a school record. For the most part, the included data elements are meant to provide important information about staff so that effective decisions can be made about the deployment of human resources. Others have nevertheless been

included because they help evaluate school quality and effectiveness.

This handbook makes no assumption about how staff-level information is collected or maintained; each data element is included only for the user’s consideration. Because of the sensitive nature of some of the data elements, however, only those data elements that are clearly needed should be collected and maintained in the staff accounting system, and plans should be made to remove some information that is no longer needed.

How to Read This Chapter

This chapter contains the data elements and their definitions listed in seven sections that represent logical groups of data elements. Each data element is accompanied by a definition, any appropriate options, and suggested entity uses. As explained above, options and entity uses are components necessary to place data elements in their proper context. No attempt is made to dictate a structure for the maintenance of staff data. The structure presented here is simply one way that the information could be logically grouped.

A **SECTION TITLE**, typed in bold, upper case letters, describes what type of information is contained in this part of the chapter. Within each section, elements are then divided into **Categories**. Typed in bold with upper and lower case letters, each underlined category describes a group of related data elements. For example, the category “**Background Information**” includes the data elements “**Country of Birth**,” “**Marital Status**,” and “**Address**.” Categories have no assigned numbers, as they merely organize groups of data elements and provide clarification.

A *Data Element* is a bit of data that can be defined and measured. In this chapter, data elements are typed in bold using upper and lower case letters. Examples of data elements are “**Name of Individual**,” “**Race**,” and “**Birthdate**.” For identification purposes, each data element has been assigned a unique four-digit sequential “data element number.” It is important to note that when a data element appears in chapter 4 more than once, it retains the original number it was assigned at its first appearance. For example, although “**Name of Individual**” appears more than once, it is always

identified as number “0110.”

Where applicable, **Options** are indented beneath the data elements and typed in bold, italicized lower-case letters with the first letter capitalized. Options give recommended alternatives or responses for a data element; these options facilitate automated data processing. Options are listed either alphabetically or in a logical sequence, and each has an assigned code number. For example, “**01 Female**” and “**02 Male**” are options under the data element “**Sex**.” For some data elements, an exhaustive list could not be created even though such a list would have been useful. These cases were handled in two ways: either examples were included, or a partial list was created to meet a perceived user need. For some data elements, available options lists from other sources were referenced. Throughout, the options presented

Revised Numbering System

A revised numbering system has been used in this version of the Handbook because many new data elements were added. This should make it easier to insert new data elements in the future. Like the previous version, ten digits separate data element numbers, so that new data elements can be inserted when necessary. However, each new section begins with a thousands-level digit. For example, **SECTION C** begins with data element number 2010, “**Credential Type**,” and **SECTION D** begins with data element number 3010, “**Means of Introduction for Employment**.”

are meant to be illustrative, not mandatory. In addition, a subset of options might be sufficient for certain applications.

It is important to note that some options lists are different in this version of the Handbook, such as those corresponding to data element “**0350 Language Code**.” Some data elements have additional options, either at the end of the list or inserted into the middle of the list (with revised numbering). Still others have options lists where none previously existed. Users of the earlier version should therefore compare the two lists before using their existing systems, and be aware that more changes will likely be made in the future.

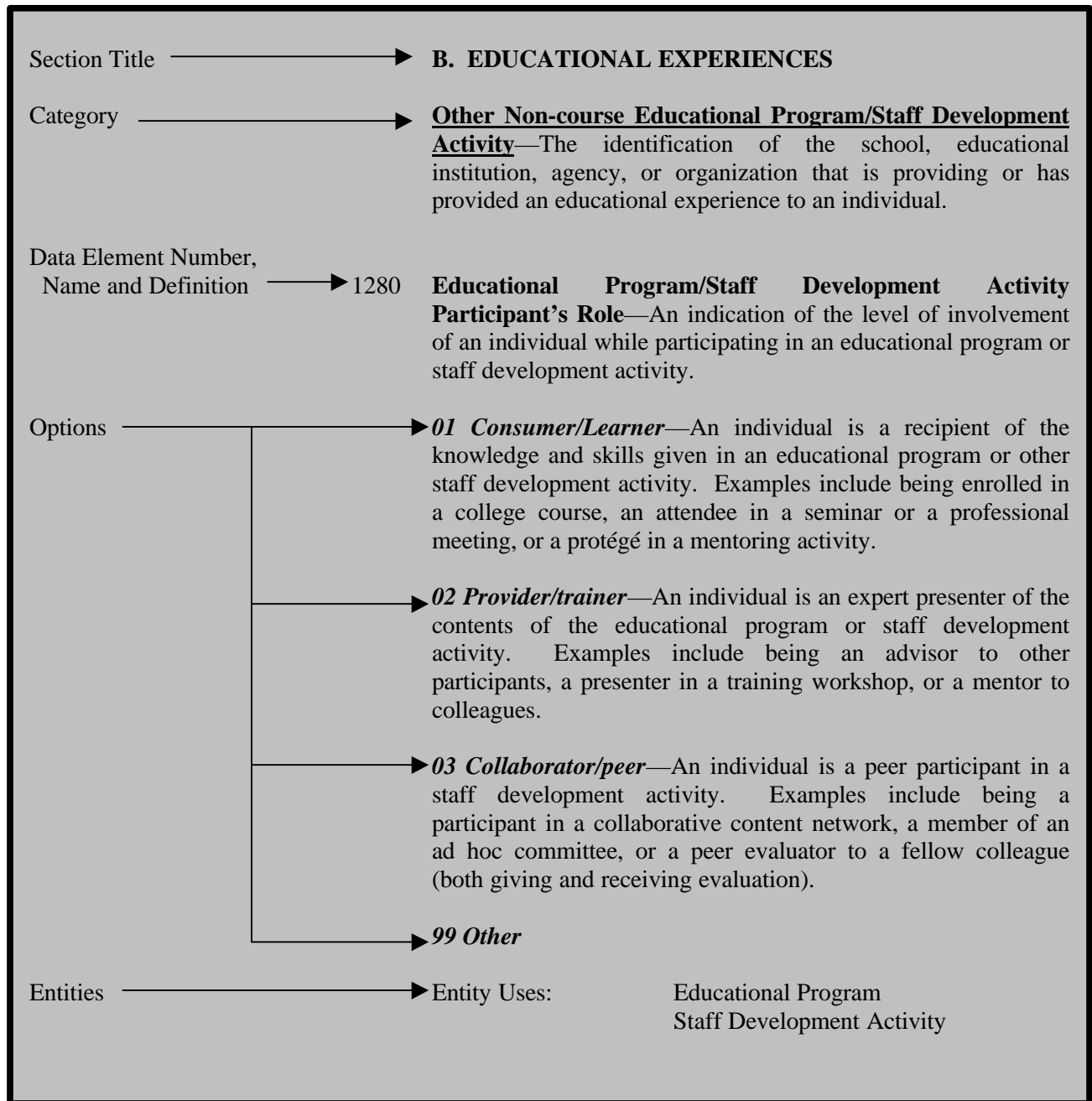
Entities are persons, places, events, objects, or concepts about which data can be collected. For example, the data element “**Name of Individual**” could be collected to describe a staff member's Emergency Contact, an evaluator, or a health care provider; the entity thus places the data element into a context. A list of entities, definitions, and assigned code numbers precedes the listing of data elements and definitions. **Entity Uses** are listed for each data element.

A number of data elements in the Data Element Outline are marked with a dagger symbol (†). A panel of state and local education information system experts identified these data elements as essential for staff accounting systems. These should be given special consideration as they can provide valuable information for managing and evaluating education organizations, or for reporting data to the state or federal government.

SENSITIVITY OF DATA ELEMENTS

Some data elements in the Handbook are considered sensitive. Their inclusion was decided very carefully, recognizing the complexities of the school environment and the need for essential information when making decisions about educators and other types of staff. In addition, some data elements reflect federal, state, and local data collection requirements. Each agency or unit planning to collect and maintain information about individual staff members must determine which of these should be collected; how the data are maintained; and who will have access to the data, taking into consideration federal, state, and local laws and regulations. Suggestions regarding what data to include, and how to decide who has access to certain types of data, are included in chapters 2 and 3.

The following example provides a visual overview of how these elements and definitions are arranged.



Data Element Outline

The following entries outline the organization of the section headings, categories, and data elements (with the data element numbers) included in this handbook. A number of data elements in the Data Element Outline are marked with a dagger (†), which denotes data elements identified as essential for inclusion in a staff information system.

A. PERSONAL INFORMATION

Name

0010	†	First Name
0020	†	Middle Name
0030	†	Last/Surname
0040	†	Generation Code/Suffix
0050		Personal Title/Prefix
0060		Alias
0070		Former Legal Name
0080		Last/Surname at Birth
0090		Nickname
0100		Tribal or Clan Name
0110		Name of Individual
0120		Name of Institution

Background Information

0130	†	Social Security Number (SSN)
0140	†	Identification Number
0150	†	Identification System
0160		Identification Expiration Date
0170	†	Hispanic or Latino Ethnicity
0180	†	Race
0190		National/Ethnic Origin Subgroup
0200	†	Sex
0210	†	Birthdate
0220		Birthdate Verification
0230		City of Birth
0240		County of Birth
0250		State of Birth Code
0260		Name of State of Birth
0270		Country of Birth Code
0280		Name of Country of Birth
0290		Citizenship Status
0300		Country of Citizenship Code
0310		Name of Country of Citizenship
0320		First Entry Date (into the U.S.)
0330		Employment Eligibility Verification
0340		Language Type
0350		Language Code
0360		Name of Language
0370		Religious Background
0380		Marital Status
0390		Disability Status
0400	†	Highest Level of Education Completed

Military Status

0410		Military Service Type
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0420	†	Military Duty Status
0430		Military Entry Date
0440		Military Discharge Date
0450		Military Discharge Type
0460		Military Reserve Obligation Ending Date

Address/Contact Information

0470	†	Address Type
0480	†	Street Number/Name
0490	†	Apartment/Room/Suite Number
0500	†	City
0510		County
0520	†	State Code
0530	†	Name of State
0540	†	Zip Code
0550		Country Code
0560		Name of Country
0570		Complete Permanent Address
0580	†	Communication Status
0590		Communication Number Type
0600	†	Communication Number
0610		Electronic Mail Address Type
0620		Electronic Mail Address
0630		Web Site Address (URL)

Emergency Contact

0110		Name of Individual
0570		Complete Permanent Address
0580		Communication Status
0590		Communication Number Type
0600		Communication Number
0610		Electronic Mail Address Type
0620		Electronic Mail Address

Health Information

0640		Medical Examination Type
0650		Medical Examination Date
0660		Medical Examination Results
0670		Emergency Factor
0680		Other Health Data and Medical Conditions
0690		Religious Consideration
0700		Special Adaptation Requirements
0710		Insurance Coverage
0720		Health Care Plan
0730		Hospital Preference
0740		Medical Waiver
0750		Other Special Health Needs, Information, or Instructions

Immunizations

0760 Immunization Type
0770 Immunizations Mandated by State
Law for Participation
0780 Immunization Date
0790 Immunization Status Code

Injury

0800 Injury Type Code
0810 Injury Description
0820 Injury Occurrence Date
0830 Injury Occurrence Location
0840 Witness to Injury
0850 Physician Diagnosing Injury
0860 Worker's Compensation Claim Filed
0870 Worker's Compensation Claim
Filing Date
0880 Health Award Amount/Benefit

B. EDUCATIONAL EXPERIENCES

Education Institution Information

0120 † Name of Institution
0110 Name of Individual
1010 Institution Type
0140 † Identification Number
0150 † Identification System
0470 Address Type
0480 Street Number/Name
0490 Apartment/Room/Suite Number
0500 City
0510 County
0520 State Code
0540 Zip Code
0550 Country Code
0580 Communication Status
0590 Communication Number Type
0600 Communication Number
0610 Electronic Mail Address Type
0620 Electronic Mail Address
0630 Web Site Address (URL)

Educational Program/Staff Development Activity

1020 † Program Title
1030 † Program Description
1040 Participation Status
1050 Entry Date
1060 Withdrawal Date
1070 † Completion Date

Program Support

1080 Program Support/Funding Source
1090 Educational Program/Staff
Development Activity
Compensation
1100 Educational Program/Staff

1110 Development Activity Arrangement
Educational Program/Staff
Development Activity Purpose
1120 Educational Program/Staff
Development Activity Anticipated
Outcome
1130 Educational Program/Staff
Development Activity Relevance

Subject Matter of Study

1140 † Level of Specialization
1150 † Postsecondary Subject Matter Area

Course Work Taken

1160 Session Type
1170 Session Beginning Date
1180 Session Ending Date
1190 † Course Title
1200 † Course Description
1210 Course Code System
1220 Course Code
1230 Principal Medium of Instruction
1240 Grade Earned in Course
1250 Credit Type Earned
1260 Credits Earned in Course/Staff
Development Activity
1270 Grade Point Average (GPA):
Cumulative

Other Non-course Educational Program/Staff

Development Activity

1280 Educational Program/Staff
Development Activity Participant's
Role
1290 Educational Program/Staff
Development Activity Format
1300 Educational Program/Staff
Development Activity Involvement
1310 Educational Program/Staff
Development Activity Intensity
1320 Educational Program/Staff
Development Activity Frequency
1330 Educational Program/Staff
Development Activity Contact
Hours
1340 Educational Program/Staff
Development Activity Duration
1350 Educational Program/Staff
Development Activity Location
1240 Grade Earned in Course
1250 Credit Type Earned
1260 Credits Earned in Course/Staff
Development Activity

Recognition Earned

1360 † Degree/Certificate Title
1370 † Degree/Certificate Type

Chapter 4 - Data Elements and Definitions
Data Element Outline

1380	Degree/Certificate Distinctions
1390	† Degree/Certificate Conferring Date
1400	Honor or Award
1410	Educational Program/Staff Development Activity Outcomes

2340	Fee Amount
2350	Fee Payment Status
2360	Fee Payment Date

C. QUALIFICATION INFORMATION

Credential Information

2010	† Credential Type
2020	† Non-Educator Credential Type
2030	Non-Teaching Educator Credential Type
2040	† Teaching Credential Type
2050	† Teaching Credential Basis
2060	† Credential Description
0140	† Identification Number
0150	† Identification System
2070	Date Credential Requirement Met
2080	† Credential Issuance Date
2090	† Credential Expiration Date
2100	Initial Credential Issuance Requirements
2110	Background Check Type
2120	Background Check Description
2130	Background Check Completion Date
2140	Induction Program Mentor
2150	Credential Renewal Requirement
2160	Number of Units Required for Credential Renewal
2170	Credential Renewal Units Attempted
2180	Credential Renewal Units Earned
2190	Staff Advisor for Credential Renewal
2200	Credential Renewal Date
2210	Program Sponsor
0110	Name of Individual
0120	Name of Institution
0570	Complete Permanent Address
0580	Communication Status
0590	Communication Number Type
0600	Communication Number
0620	Electronic Mail Address
0630	Web Site Address (URL)

Assessment Information

2220	Assessment Purpose
2230	Assessment Title/Description
2240	Assessment Code
2250	Assessment Standard Indicator
2260	Assessment Type
2270	Assessment Content
2280	Assessment Content Level
2290	Assessment Date
2300	Assessment Score/Results

Credential Characteristics

2310	Credential Authorized Function
2320	† Authorized Instructional Level
2330	† Field or Area Authorized

Credential Revocation Information

2370	Credential Revocation Date
2380	Credential Revocation Reason

Publications

2390	Publication Type
2400	Publication Description

Prior Experience

0120	Name of Institution
0570	Complete Permanent Address
0110	Name of Individual
0580	Communication Status
0590	Communication Number Type
0600	Communication Number
0620	Electronic Mail Address
2410	Business Type
2420	Employment Status
2430	Employment Start Date
2440	Employment End Date
2450	Condition of Employment
2460	Employment Separation Reason
2470	Nature of Prior Employment
2480	Teaching Assignment
2490	Instructional Level

Years of Employment Experience

2500	† Years of Prior Teaching Experience
2510	† Years of Prior Education Experience
2520	† Years of Prior Related Experience
2530	Total Number of Years of Prior Experience

Internship/Apprenticeship

2540	Internship/Apprenticeship Description
2550	Internship/Apprenticeship Beginning Date
2560	Internship/Apprenticeship Ending Date
2570	Internship/Apprenticeship Results

Related Travel Activities

2580	Travel Location
2590	Travel Purpose
2600	Travel Beginning Date
2610	Travel Ending Date

Other Interests

2620	Avocational Interests and Skills
2630	Other Areas of Informal Qualification
2640	Special Contact Group Empathies
0120	Name of Institution
2650	Years of Participation
2660	Office Held
2670	Office Term Beginning Date
2680	Office Term Ending Date

1400 Honor or Award

D. CURRENT EMPLOYMENT

Entry into Employment

3010 Means of Introduction for Employment
0110 Name of Individual
0120 Name of Institution
0570 Complete Permanent Address
0580 Communication Status
0590 Communication Number Type
0600 Communication Number
0610 Electronic Mail Address Type
0620 Electronic Mail Address
0630 Web Site Address (URL)
3020 Application Date
3030 Application Status
2110 Background Check Type
2120 Background Check Description
2130 Background Check Completion Date
3040 Position Assessment Type
3050 Position Assessment Date
3060 Position Assessment Results
3070 Software Application Type
3080 Software Application Title
3090 Software Application Experience Level
3100 Prior Year Status

Employment Conditions

3110 † Hire Date
2420 † Employment Status
3120 † Contractual Term
3130 † Contract Beginning Date
3140 † Contract Ending Date
3150 Seniority Date
3160 Tenure Date
3170 Contract Days of Service Per Year
3180 † Employment Time Annually
3190 † Full-Time Equivalency (FTE)
3200 Full-Time Status
3210 Hours of Service per Day
3220 Days of Service per Week
3230 † Hours of Service per Week
3240 Scheduled Work Time Daily
3250 Scheduled Work Days Weekly
3260 Scheduled Work Months Annually
3270 † Position Title
3280 † Position or Classification Number
3290 Unique Position Number
3300 Fair Labor Standards Act Coverage
3310 Substitute Status
3320 Vehicle Driver's License Type
3330 Vehicle Driver's License Expiration Date
3340 Authorized/Insured to Use Organization Vehicles
3350 Authorized/Insured to Use Own Vehicles

Salary Compensation

3370 Pay Grade
3380 Pay Step
3390 Pay Range
3400 † Base Salary or Wage
3410 † Earning Rates of Pay
3420 Unit of Basis for Measurement
3430 Other Compensation Type
3440 † Supplemental Pay Type
3450 Salary for Overtime
3460 Overtime Identifier
3470 Compensation Description
3480 Compensation Eligibility
3490 † Compensation Amount

Benefit Compensation

3500 Fringe Benefit Type
3510 Eligibility Status
3520 Ineligibility Reason
3530 Coverage Description
3540 Coverage Type
3550 Coverage Identifier
3560 Coverage Amount
3570 Special Terms
3580 Coverage Beginning Date
3590 Coverage Ending Date
3600 Vesting Percentage
3610 Anticipated Use Date
3620 Actual Use Date
0120 Name of Institution
0570 Complete Permanent Address
0580 Communication Status
0590 Communication Number Type
0600 Communication Number
0620 Electronic Mail Address

Employee Benefit Contribution

3630 Benefit Contributor Type
3640 Benefit Contribution Type
3650 Benefit Contribution

Beneficiary

0110 Name of Individual
3670 Relationship to Staff Member
0570 Complete Permanent Address
0580 Communication Status
0590 Communication Number Type
0600 Communication Number
0610 Electronic Mail Address Type
0620 Electronic Mail Address

Payroll Information

3680 Gross Income Amount
3690 Adjusted Income Amount
3700 Advance Pay
3710 Payroll Calculation Cycle
3720 Payroll Deduction Type

Chapter 4 - Data Elements and Definitions
Data Element Outline

3730	Payroll Tax Treatment Status
3740	Deduction Period
3750	Deduction Amount
3760	Annual Maximum Payroll Deduction Allowed
3770	Electronic Deposit Bank Routing Number
3780	Electronic Deposit Bank Account Number
3790	Bank Account Type
3800	Deposit Amount
3810	Deposit Date
3820	Earned Income Credit

Tax Withholding Information

3830	Form Type
3840	Form Date
0520	State Code
3850	Marital Status
3860	Number of Dependents
3870	Allowances Number

Attendance Status

3880	†	Leave Type
3890		Leave Substitution Status
3900		Leave Payment Status
3910	†	Maximum Leave Allowed
3920		Leave Accrued
3930	†	Hours of Leave Used
3940		Leave Beginning Date
3950		Leave Ending Date
3960		Leave Balance

Grievances

3970	Grievance Description
3980	Grievance Date
3990	Grievance Action
4000	Grievance Resolution Date
4010	Grievance Action/Outcome

E. ASSIGNMENTS

Assignment Information

5010	†	Job Classification
5020		Assignment Description
2480	†	Teaching Assignment
2490	†	Instructional Level
5030		Scope of Activity
5040		Itinerant Teacher
5050		Essential Personnel Identifier
5060		Time Period Classification
5070		Time Period
1160		Session Type
5080		Activity Beginning Date
5090		Activity Ending Date
5100		Total Days in Session
5110		Total of Hours in a School Day

Operational Unit to Which Assigned

0120		Name of Institution
0140	†	Identification Number
0150	†	Identification System
0570		Complete Permanent Address
0580	†	Communication Status
0590		Communication Number Type
0600	†	Communication Number
0610		Electronic Mail Address Type
0620		Electronic Mail Address
0630		Web Site Address (URL)
5120		Location
5130		Facility Type
5140		School Type Code
0110		Name of Individual

Schedule for Current Assignment

3190	†	Full-Time Equivalency (FTE)
3200		Full-Time Status
3240		Scheduled Work Time Daily
3250		Scheduled Work Days Weekly
3260		Scheduled Work Months Annually

Staff Assignment Workload

5150	†	Elementary Subject/Course
1210	†	Course Code System
1220		Course Code
1190		Course Title
5160		Unique Course Code
5170		State University Course Requirement
1230		Principal Medium of Instruction
5180		Language of Instruction
5190		Number of Students in Class

Program Information

5200	†	School Grade Level Classification
5210	†	Program Type
1080		Program Support/Funding Source
5220	†	Function Type

Activity Sponsorships

5230		Activity Title
5240		Activity Code
5250		Activity Description
5260		Activity Involvement Beginning Date
5270		Activity Involvement Ending Date
5280		Amount of Activity Involvement

Other Assignment Information

5290		Unit of Work
5300		Time Expended
5310	†	Percent of Total Time
5320		Number of Days in Attendance
5330		Number of Days Absent
5340		Number of Days Tardy

F. EVALUATION AND CAREER DEVELOPMENT

Quality of Performance

6010	†	Evaluation Purpose
6020		Evaluation Periodicity
6030	†	Evaluation Date
6040		Evaluation Recommendation
6050	†	Evaluation System
6060	†	Evaluation Score/Rating
6070	†	Evaluation Scale
6080	†	Evaluation Outcome
0110		Name of Individual
3270		Position Title
0120		Name of Institution
0140		Identification Number
0150		Identification System
0570		Complete Permanent Address
0580		Communication Status
0590		Communication Number Type
0600		Communication Number
0610		Electronic Mail Address Type
0620		Electronic Mail Address

Career Development Alternatives

5010		Job Classification
5210		Program Type
5220		Function Type
6090		Readiness for Assignment of Greater Responsibility
6100		Career Development Needs
6110		Preparation Type
6120		Preparation Location
6130		Preparation Duration
6140		Preparation Funding

Complaint

6150		Source of Complaint
6160		Date of Complaint
6170		Nature of Complaint
6180		Resolution of Complaint

G. SEPARATION FROM EMPLOYMENT

2440	†	Employment Separation Date
7010	†	Employment Separation Type
2460	†	Employment Separation Reason
7020		Severance Pay
7030		Reemployment Eligibility
7040		Reason Not Eligible for Reemployment

ENTITY LIST

- 01 Assignment**—A specific group of activities for which a staff member has been given responsibility.
- 02 Beneficiary**—An individual identified to receive the income or inheritance from an insurance policy, trust or will.
- 03 Course**—Information about the organization of subject matter and related learning experience provided for the instruction of students on a regular or systematic basis, usually for a predetermined period of time (e.g., a semester or two-week workshop).
- 04 Credential**—An active certificate, license, permit, or other documentation held by an individual that authorizes the holder to perform certain functions or to make certain claims about his or her competencies in employment or assignment. Credentials are issued by a state agency (or in some cases by other organizations), post-secondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.
- 05 Credentialing Organization**—An institution, organization, federation, or other such group that is responsible for accrediting or endorsing an individual's preparation, skills, or performance.
- 06 Educational Program**—A program that is provided by a public or private institution, organization, or agency that provides instructional or support services to students or staff at any level.
- 07 Education Institution**—A public or private institution, organization, or agency that provides instructional or support services to students or staff at any level.
- 08 Emergency Contact**—An individual who is to be notified in the event of an emergency involving a staff member.
- 09 Employee Benefit**—Any type of compensation: 1) provided in a form other than direct wages; and 2) established by or paid for in part, in kind, or completely by the employer or a third party (e.g., the government, a labor union, an insurance company, or a health maintenance organization). Benefits may or may not be required by law. These include employer contributions to Social Security, Medicare, unemployment insurance, worker's compensation insurance, and retirement funds.
- 10 Employee Benefit Carrier**—An organization or institution that administers benefit plans or services to a staff member.
- 11 Employee Benefit Contributor**—An individual or organization that donates monetary, in-kind, or other types of contributions to an employee's benefit plan.
- 12 Employer**—A business, firm, institution, or other organization for whom an individual works (including self-employment) in return for financial or other compensation.
- 13 Evaluation**—The process of ascertaining or judging the quality, value, or amount of an activity or an outcome by systematic appraisal of previously specified data in light of the particular circumstance and established goals and objectives.
- 14 Evaluator**—An individual responsible for performing a systematic evaluation of specified aspects, conditions, or progress of an individual including his or her professional, credential, physical, emotional, psychological, and economic status. Results may include recommendations for providing or not providing specific treatment or support to the individual.
- 15 Immediate Supervisor**—An individual who occupies the first level of responsible supervision over a position, and who ordinarily assigns tasks, gives instructions, and reviews finished work of the position.
- 16 Mentor**—An individual possessing expert knowledge, skill, or experience who is assigned to provide practical support and advice to an individual seeking to develop his or her own abilities in a field or profession.
- 17 Organization Membership**—An honorary, cultural, professional, or civic institution, organization, or group in which an individual holds membership or participates.
- 18 Public Service**—A service performed for the benefit of the public, especially within a

governmental system, either as a member of the civil service or as an elected official.

- 19 Recruiter**—An individual or organization responsible for identifying and/or selecting prospective employees to fill vacant positions in a company.
- 20 Staff Development Activity**—A planned, structured process through which an individual improves his or her job-related knowledge, skills, or attitudes. Such a process is designed to enable an employee to grow within a profession or organization or to attain an initial or additional credential.
- 21 Staff Development Provider**—An individual or organization who provides a planned, structured process through which an individual improves his or her job-related knowledge, skills, or attitudes. Such a process is designed to enable an employee to grow within a profession or organization or to attain an initial or additional credential.

- 22 Staff Member**—An individual who performs specified activities for any public or private education institution or agency that provides instructional and/or support services to students or staff at the early childhood level through high school completion. For example, this includes: 1) an "employee" who performs services under the direction of the employing institution or agency, is compensated for such services by the employer, and is eligible for employee benefits and wage or salary tax withholdings; 2) a "contractor" or "consultant" who performs services for an agreed-upon fee, or an employee of a management service contracted to work on site; 3) a "volunteer" who performs services on a voluntary and uncompensated basis; 4) an in-kind service provider; or 5) an independent contractor or businessperson working at a school site.

ABBREVIATIONS USED IN THIS REPORT

ACT—American College Testing

CEU—Continuing Education Unit

EDI—Electronic Data Interchange

FOIA—Freedom of Information Act

FTE—Full-Time Equivalent

IHE—Institution of Higher Education

INS—Immigration and Naturalization Services

IPEDS—Integrated Postsecondary Education Data System

LEA—Local Education Agency (school district)

NBPTS—National Board for Professional Teaching Standards

NCES—National Center for Education Statistics

OMB—Office of Management and Budget

SEA—State Education Agency

SEDCAR—Standards for Education Data Collection and Reporting

SPEEDE/ExPRESS—Standardization of Postsecondary Education Electronic Data Exchange/Exchange of Permanent Records Electronically for Students and Schools

URL—Unique Resource Locator

USED—United States Department of Education